

25 November 1963

OSM1

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Actions of Interest to the Office of the Director

1. I am submitting with this memorandum two items as indicated in Attachment A. One concerns the Training Selection Board and the second is in response to your request for additional information on Off-Campus Training.

2. I have surveyed and listed as Attachment B, all actions for which the Office of Training has any responsibility and in which the O-DCI or O-DD/S has or should have a particular or special interest.

3. In addition, I have listed and established deadlines on important actions that have been or are to be initiated by this Office that will come to the attention of the O-DCI or O-DD/S in the near future. All routine correspondence addressed to the DCI concerning announcements of external training courses, requests for guest speakers, advertisements for training aids, etc., are not considered pertinent to your memorandum. All such are current and have been acknowledged.



MATTHEW BAIRD
Director of Training

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Attachments:
as stated above

ATTACHMENT A

Establishment of a Training Selection Board:

This is in response to Action Memorandum, A-304 dated 24 October 1963 and received by O/DTR on 4 November 1963 with a deadline established by O-DD/S of 13 November 1963. A draft was submitted to your office on 8 November 1963. This was returned to OTR on 20 November 1963 with a request for revision of text. On 20 November 1963, the DTR requested an extension of the deadline from 13 November to 2 December 1963. This request was due to OTR's move and the return date of the memo for revision. The extended deadline was granted by DDS. However, this paper is re-submitted this date for your approval for publication.

Report on Off-Campus Training:

The 9 October 1963 Report of Office of Training Activities submitted by this Office contained some partial facts on the Off-Campus Training Program. You returned this Report to me with a request for more detail. Although you established no deadline for the completion of this action, I am attaching this report to this memorandum. You may wish to forward this as a matter of interest to the DDCI.

ATTACHMENT B

Language Awards:

Since the termination of the Language Awards Program, it has come to my attention that there may be several categories of Agency personnel who have been affected adversely by the sudden termination of the Program. I have directed my Staff to survey the extent of the problem, list the courses of action open to us and prepare a recommendation for a best solution. This study will require close coordination with the Training Officers of the Directorates, particularly the DD/P. This problem is now under study by my Staff and I have established a deadline of 6 December 1963 for submission of their report. Your assistance in the resolution of this problem may be needed.

Proposed Expansion of the Junior Officer Training Program:

It is my understanding that the Office of Personnel will submit to you in the near future a proposal calling for the expansion of the JOT Program from 150 to 225 JOT's per year. I have directed my Staff to submit to me a report on what additional staff, facilities and funds may be required by OTR to support this expansion. My deadline for this report is 29 November 1963. I will submit these findings to you immediately thereafter.

Report on the Mid-Career Program:

Student reports for the recently completed Mid-Career Course are being consolidated and typed at the present time. I have instructed the Chief, Mid-Career and Senior Officer Course to submit a full report by 6 December 1963. In the meantime, we have kept you informed on an interim basis through our regular Weekly Activities Reports.

Revision of the Professional Recruitment Brochure:

Comments on this Brochure are being prepared by this Office at the present time and will be submitted to you on or before 2 December 1963, the deadline established by your recent memorandum.

Briefings on DD/S Components for Office of Computer Services, DD/S&T:

As requested by your memorandum dated 18 November 1963, we have arranged a briefing on OTR for Friday, 6 December 1963. Our Registrar has contacted [] on this matter and he has recommended that we communicate directly with the office concerned. The briefing is scheduled for the desired date.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Training
Broyhill 819

EXTENSION

NO.

DATE

25 November 1963

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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